

**Town of Milton
Historic Preservation Meeting
Milton Library, 121 Union Street
Tuesday, April 10, 2012
7:00 p.m.**

**Transcribed by: Helene Rodgville
[Minutes are not verbatim]**

1. Call Meeting to Order – Gwen Foehner: called the meeting to order at 7:00 p.m.
2. Roll Call of Members

Mike Filicko	Present
Mike Ostinato	Present
Amy Kratz	Present
Gwen Foehner	Present
Kevin Kelly	Present
Dennis Hughes	Absent
Sally Harkins	Absent
3. Corrections/approval of the Agenda

Gwen Foehner: Does anybody have any additions or corrections to the Agenda? If not, can we have a motion for approval?
Kevin Kelly: So moved.
Amy Kratz: Second.
Gwen Foehner: All in favor say aye. Opposed. Motion carried.
4. Approval of minutes of March 13, 2012

Gwen Foehner: Everybody has a copy of the minutes from the last meeting to see if there are any corrections to be made. If not, could somebody make a motion.
Kevin Kelly: Madame Chairman, only four names are listed for the roll call of members, as being present. Is that...
Robin Davis: Correct, we were missing three members at the last meeting.
Gwen Foehner: Yes, that's who was here.
Mike Filicko: I make a motion to approve the minutes for the March 13, 2012 meeting.
Kevin Kelly: Second.
Gwen Foehner: We have a motion made and seconded. All in favor say aye. Opposed. Motion is carried.
5. Business
 - a) Discussion and possible vote on the application from Walter Gurczenski for the installation of vinyl siding and trim on the front, north and south

sides of the house located at 325 Union Street further identified by Sussex County Tax Map and Parcel #2-35-14.19-161.00

Gwen Foehner: Would you like to explain to us what you're doing?

Walter Gurczenski, 325 Union Street: The exterior of the house I haven't done any work at all, yet; the weather has changed, so we're about to start scraping and painting outside. I would say roughly about 70% of the siding on the house is in really, really, really good shape. I do have some dilapidated stuff on the outside. The basic thing I was looking at to try to keep the same look as we have on the house now is to install the vinyl siding on the north and south sides. I've got Shake on the front of it and there's Shake on the adjacent sides; the short sides of the house. I want to make a correction of that; of installing the vinyl on the front of the house and I would like to correct it by surface paint and painting the front and vinyl side to actually be on the north and south side of the house; but not to protrude much further than about 35% on each side. All the siding from there is all in good shape and I would like to retain as much of it as I possibly can. The corner boards, as you can see on the one picture that I did give you; on the entire outside of the house, it's vertical; it's either pine or poplar that's on there and a lot of that is dilapidated. What I would like to do is use the cedar like textured PVC vinyl; it's 3/4" thick and corresponds to all the rest of the corner covers that are there; to keep the planking looking the same on the outside; but with the weather-resistance or rot resistance of the newfangled products that they have now are for the outside of the house. I would say in total, the siding I would like to put on there is probably only about maybe 28% of the outside of the house; which the siding there is in pretty rough shape. I gave you one picture of the south side and if you can look from that one corner; it would be from the front leading edge to roughly about 8' past that first joint to cover that right; from there to the front is where I want to do it on that side. On the north side of the house, it would be that same adjacent side wrapping around where the bathrooms are; you can't see a picture of it there, you can't really see it from the street; but the overall esthetics of that is pretty rough. I would like to use the same type of Dutch Lap for it to blend in on the sides and to retain the original Shake on the front. I would also like to try to reserve the right to be able to put a vinyl side on the front of the house, if by weathering over the next recent time; or the preparation as I go there it doesn't look right. I'm going to try to paint it first and I'm a professional painter, by trade, that I'll have you note; I've been doing it for 20 years. I've done other historical restorations on houses and I'm going to give it a go on the front, to try to make it look as good as possible.

Kevin Kelly: Mr. Gurczenski, in response to the last thing that you mentioned there; that would just require you to make application again if you wanted to put siding on the front. The same process would be

followed for that.

Walter Gurczynski: Alright.

Kevin Kelly: I have a question, Sir, if you don't mind.

Walter Gurczynski: Yes.

Kevin Kelly: In your proposal, this is the south side that we're viewing here.

Walter Gurczynski: Yes.

Kevin Kelly: In your proposal, you're talking about replacing this entire side with vinyl siding?

Walter Gurczynski: Yes.

Kevin Kelly: And then this part to the downspout?

Walter Gurczynski: From the downspout to that corner.

Kevin Kelly: Forward.

Walter Gurczynski: And leave everything else in the back, all wood.

Kevin Kelly: And there are two different woods in terms of the siding that is on the house right now.

Walter Gurczynski: Yes.

Kevin Kelly: Are either the siding width that you're going to be using or will they both be replaced by something else?

Walter Gurczynski: I'm going to keep the Dutch Lap; the same as you have on this side and have it all matched right to this corner.

Kevin Kelly: So the front will be different in it's appearance?

Walter Gurczynski: The front will stay the way that this is; but the appearance on this side will protrude back and it will all be Dutch Lapped.

Gwen Foehner: But you're application now is asking for approval for the front and north and south sides. Is that correct?

Walter Gurczynski: Yeah, the front would be omitted for now. The front will be sanded and painted.

Robin Davis: But you did state that for some reason that you can't; that it doesn't look right, you would still want to put siding on there; or are you basically just gone away from that idea for now?

Walter Gurczynski: For now, I would like to paint it and prep it and if I have to make an extra application to do the front, that's no big deal with me. I don't have a problem with that. I mean, the outside of the house has been there for quite a while and if the paint has to last another month or so and if we step back and if it doesn't look right, then I'll just make another application for the front. We can make a correction; because I know, right now, that I'm not going to do the front on the house.

Amy Kratz: Excuse me. You're just saying in the next month if you find it doesn't look right. Once we approve this application as written, doesn't it last for a year?

Kevin Kelly: Uh-huh.

Amy Kratz: So if we approved it as written, he wouldn't necessarily have to come back and if he never did the front, then he wouldn't do the front.

Robin Davis: Correct. It's always better to apply for it with the assumption that if for some reason the painting does not go right, an extra trip back here to the Board is not necessary.

Amy Kratz: Right, but I don't want him to get into any trouble stating that he's doing this on the front and then he doesn't; and he says oh, I don't want to do it on the front; and he already stated that he's going to do it. I don't want him to have... You know what I'm saying.

Walter Gurczenski: I understand.

Robin Davis: We would just do the motion to make sure that the motion, if approved, would only be for the north and south side; not the front; because the applicant stated that he wasn't going to do it or would come back later.

Amy Kratz: Right.

Robin Davis: But, since it's on the application, it would be best to say as the applicant has stated, I'm going to try to paint it; if everything goes well, I'm going to leave it. If not, then he could have the right, if approved, to go ahead and put the siding on without coming back again.

Kevin Kelly: Mr. Gurczenski, the applicable part of our Ordinance here is in 4.9.7 in the Code and it's Part H and as was just stated, approval is given for a year. If after a year's time the work has not been completed, you may request an extension, I believe, through your office, which without coming through Historic Preservation Commission; you would need to give explanations to why you needed the extension. That could be done one time. After that, you would then have to come back and reapply.

Walter Gurczenski: I understand. That's more than fair.

Kevin Kelly: Essentially it will give you a year, maybe a two year window to make that determination. If I may, Madame Chairman, back to the question that I asked earlier about what you're planning to do on the house. I have a question in terms of the south side; you mentioned, Sir, that the north side of the house is not visible from the street because of the trees and that sort of thing. But the south side is and this will alter the esthetic of the street appearance of the house by having a different width in the siding versus the siding that exists on the front?

Walter Gurczenski: Actually, because it's Shake; because it's two different types of siding; one is Shake and actually that Shake really can't be removed from the house, because it's actually part of the sheathing on the front of the house; when you take that Shake off, all you have left is stud there; that's one thing. Another thing is that I have seen several houses through there that do have the Dutch Lap that runs up that outer corner and they leave the Shake on the front for the esthetics and that's basically how I got the idea.

Mike Filicko: Do the Ordinances state that the front of the house has to be left in it's existing wooden state?

Amy Kratz: No.

Kevin Kelly: No.

Amy Kratz: If he's asked, to my knowledge, now correct me if I'm wrong, Robin; but to my knowledge if he's asking to do vinyl on the full house, we could approve or not approve based on his application, but vinyl is a substance that he's able to use based on the Ordinance and the Code.

Kevin Kelly: That's correct.

Amy Kratz: So vinyl is a substance he could use feasibly; but what he's saying is, he would like to make sure that he tries to fix; just paint the front, to see if it looks viable and put something that's comparable looking to what is already there.

Walter Gurczenski: To match the sides, rather than the front. Correct.

Amy Kratz: To match the sides, rather than the front. That's what I hear you saying.

Walter Gurczenski: Right.

Amy Kratz: So it's not necessary that he keeps the front; anything that can be seen from the street; and you're asking for both sides; which, at some point in time the north side would probably be seen from the street; if you were to cut the trees the north side would probably be seen from the street.

Walter Gurczenski: It's not as visible. I shouldn't say it's not visible, but I should say that the south side is more visible from the street.

Kevin Kelly: Mr. Gurczenski, if you choose at some point; we're going to vote on this application as I understand it then, at your request, as described, as you've submitted it.

Walter Gurczenski: Yes.

Kevin Kelly: Thus, giving you the opportunity to do the vinyl siding on the front of the house should that end up being necessary. Will that vinyl siding be Dutch Lap also, as the north and south sides are going to be; or will you alter that? What's your intent?

Walter Gurczenski: I've got a couple of different samples here. I have a standard Dutch Lap, 5"; that's a Certain Teed Product. I've got Veriform in two types. This is the type that I wanted to put on side of the house, because it has more wood grain; it looks more realistic; it's got a deeper grain; it's more rigid; it has less tendency to buckle on you. But then we have a Shake plastic. If I choose to go with vinyl on the front, I would like to use the Shake on the front, for the same reason why I would like to paint the front; I would like to keep the esthetics in the front to preserve that look in the front. That house has had I believe six additions on it and everything is pieced up there and that's why I'm trying to get everything consistent from side to side. But if I was to choose vinyl for the front, I would use the Shake simulated for the front.

Kevin Kelly: Thank you, Sir.

Walter Gurczenski: Okay.

Amy Kratz: Actually there's a house almost across the street from where your house is that has cedar siding on the front and I think it's original

cedar siding; that they kept on the front of the house when they redid it and it's in the Historic District and they did siding on the sides.

Walter Gurczenski: And it's Dutch Lapped, just like I showed you. That's basically where I got the idea from.

Amy Kratz: It's Reverend John's house.

Walter Gurczenski: It's the Bed and Breakfast.

Amy Kratz: The Bed and Breakfast house; so it wouldn't be unlike anything in his neighborhood and I'm not sure that it would... I'm just saying. There is something like that, just across the street. Somebody approved it at one point in time; whether we were here or not it was approved at one point in time.

Gwen Foehner: It's the cottage.

Amy Kratz: Yeah. No it's not. It's the one across the street. It's a little tiny house. Little tiny. It used to be a little tiny cedar shake house and then they made it very long and put siding on the side. But just for a good example for you.

Walter Gurczenski: That's basically where I got the idea from. We liked it.

Amy Kratz: It's kind of where you got the idea. I would like to make a motion to approve Mr. Gurczenski's application as it states to install vinyl siding and trim on the front, north and south sides of the house with pictures included.

Robin Davis: It's just stating that the picture is included.

Kevin Kelly: Picture's included.

Amy Kratz: Oh, with pictures included. So I would like to make a motion that we approve.

Kevin Kelly: Madame Chairman, I second that motion and I would like to speak to that motion.

Gwen Foehner: Sure.

Kevin Kelly: Under Criteria 4.9.8, which is on Page 9 of our Ordinances, Item 2, "Relationship of the exterior architectural features of the structure to the remainder of the structure and/or the surrounding neighborhood; distinctive stylistic features and/or examples of skilled craftsmanship shall be preserved, if possible. It should be considered by the Commission."

And, Standard 4.9.9 on Page 10, Item 3 addresses the issue of siding material and specifically identifies vinyl as a material that can be used in the replacement of siding. Both of those, I believe, speak to the motion.

Amy Kratz: Thank you Mr. Kelly.

Gwen Foehner: Okay a motion has been made and seconded. We'll have a voice vote again, starting with Michael.

Amy Kratz: Any questions?

Mike Filicko: Does the motion, I mean, does the applicant state; I thought the applicant stated for the north, south and west; but not the front of the house.

Walter Gurczenski: Yes, the front will be painted; the north and south, not

the whole north and south side; I would say probably only 1/3 of the north side and about 1/3 of the south side, for now; and then the front will be painted; and the rest of the house will be scraped and painted, of course; the corners with the vinyl carpentry planking, the look-alike planking on there and then if I do go to put vinyl on the front, it's going to be the Shake type of vinyl here, to match what's there already.

Robin Davis: And that's what the motion will give him the opportunity to do without coming back before the Board.

Amy Kratz: Yeah, basically.

Gwen Foehner: Voice vote, please and motion was made and seconded.

Amy Kratz: So we're doing a roll call vote:

Mike Filicko	Approve
Mike Ostinato	Approve
Amy Kratz	Approve
Gwen Foehner	Approve
Kevin Kelly	Approve

Kevin Kelly: Thank you, Sir.

Walter Gurczenski: Thank you.

- b) Presentation from the Division of Historical & Cultural Affairs giving an operational overview of the department, training opportunities, grant information, etc.

Gwen Foehner: I assume you're here to do that?

Jessie Zavanich, Architectural Historian with the Division of Historical and Cultural Affairs: In one of my roles is to serve as the Certified Government Coordinator, which is why I'm here today. Just to kind of gauge the room; is anyone aware that Milton is actually a CLG?

Amy Kratz: What does a CLG mean?

Jessie Zavanich: A Certified Local Government.

Amy Kratz: Yes, I guess we figured that out. I didn't realize that we had a specific name, that's all.

Kevin Kelly: There are only five in the state, is that correct?

Jessie Zavanich: Yes. Milton is kind of unusual because the Historical Society was actually serving as our point of contact; so when we get our annual reports we're running through the Historical Society. So one of the reasons why I'm here today is to just hit the reset button and gauge where we stand; so you know there's been a position change with the Historical Society. So to just determine who will be the point of contact going forward with this program; if Milton still wants to be part of the program. Do you think it would be helpful to go over the CLG Program again; what it is? Okay. The CLG Program is basically a Preservation Partnership between the local, state and federal government; it's voluntary; it

establishes minimum requirements to participate. Some of those include establishing a condition, enforcing an ordinance, insuring adequate public participation. You're meeting all these requirements as far as I'm aware. Nothing has changed since last year. One of the benefits of being a Certified Local Government is access to CLG Grants. The Federal Government appropriates an Historic Preservation Fund to our office and then we, in turn, pass through 10% of that fund to CLG's in the form of grants; pursue tangible preservation projects. That's why I'm here today. To get you to brainstorm some kind of projects that we can come up with; just maybe to get the discussion going in the future, bring issues to the forefront if you ever want to pursue it.

Mike Filicko: Jessie, may I? I live out of the Historic District. I have a historic home. I'm doing everything I can to preserve the historical integrity of my house; however, because my home is not in the Historic District, is it true that I could not apply for grant money?

Jessie Zavanich: Well the CLG Grants are through the Local Government for preservation projects. I believe what you're referring to is the Historic Preservation tax credits for rehabilitation projects?

Mike Filicko: Yes.

Jessie Zavanich: That's a separate program. I'd have to check and see if you were eligible. You have to be listed on the National Register or determined eligible for the National Register or designated as part of the local; for protection, as part of the local...

Mike Filicko: I cannot be listed on the National Historic Register because it's my understanding; because my home is not in the Historic District.

Amy Kratz: I'm not necessarily sure that's true. I think you can apply to them.

Mike Filicko: I called your office and that's what I was told because my house is not in the Historic District, it is ineligible.

Jessie Zavanich: I would have to check your ordinance and what's actually designated in this area; but sometimes the Local Governments what they designate as their local landmarks and their Historic District; sometimes mirrors exactly that of the National Register. So there may be one and the same; and that's probably why we told you.

Amy Kratz: I didn't realize that.

Gwen Foehner: My house is on the National Historic Register; but it was on there before the Historic District was established.

Amy Kratz: Mike are you saying what he's saying, as well; but if it's a CLG and if you're in a CLG and they have a Historic District; if you're not in the Historic District, you're not eligible for grant money?

Kevin Kelly: I guess what I was wondering; I think Mr. Zavanich is here to speak with us about Certified Local Government Programs; and the question that Mike asked had to do with something which is not part of CLG Administration or CLG Program Management at all. It's an entirely

independent activity.

Jessie Zavanich: Yes, the State Historic Tax Credit Program, which is separate and you do not have to be part of the CLG Program to be part of that; then why I'm here today is to gauge discussion about the CLG Program.

Kevin Kelly: If I may, Mr. Zavanich, I was the Acting Director of the Historical Society when the Director left.

Jessie Zavanich: Yes, I remember an email that discussed this.

Kevin Kelly: We had contact on a number of occasions via email and what had happened in Milton, what was done in Milton, is that the former Director, Melinda Huff, took responsibility on behalf of the Town of Milton for completing grant applications, submitting them in a timely fashion, identifying with, consultation with the town and people in the town that are involved in that; what grants should be sought and for what purposes and so on. When she left, the new Director was unaware that that was the case and of course, a deadline came of which she also was unaware and so that, I believe, is what has triggered Mr. Zavanich's appearance here tonight to discuss with us if Milton is to continue in the CLG Program, which does bring funds into the community. Now they are, to a degree, matching funds. The town must also come up with some monies.

Jessie Zavanich: It's 40%.

Kevin Kelly: Yes, it's 40% versus 60% that CLG provides and these have been significant grants with significant positive impact on the Town of Milton. If that's to continue, then someone; either in the Town Hall office or in the Historical Society or someone else, on behalf of the town, needs to step up and fulfill that same task which the former Director had done. Is that a fair summary of the reason you're here?

Jessie Zavanich: Yes. One component of how we monitor CLG's is the submission of an annual report to determine if there have been any changes in the preservation ordinance, new commission, how we establish contact with new commission members, resume's for any new commission members; so yeah, Melinda Huff, was coordinating all of that and it created a void.

Amy Kratz: I believe, didn't the Town of Milton get a grant to do the overlay, the Historic overlay of the monies from this came to review other historic properties in the area? Because University of Delaware did a big survey of historic homes and Mike's street would be on one of them and my street was on a part of the overlay and we never finished that, because she left; but there were monies being put in by the town, maybe through this grant?

Jessie Zavanich: Yes.

Amy Kratz: And University of Delaware was chipping in some grant money, as well. Is that how that works?

Jessie Zavanich: That project may have been before my time. That survey is an eligible activity.

Amy Kratz: Well that project is completed, but we never went on to finish the end of it; like designating new historic homes.

Jessie Zavanich: It might have been initially, the survey could be done in two phases; identification and then the second part is to actually evaluate it.

Amy Kratz: And since she left, we never, ever got the second part. Robin you were getting ready to say something.

Robin Davis: There is a book in the office that was given to the town by the Historical Society and I think it was Melinda that did it; that identified I want to say 200 additional homes.

Amy Kratz: At least.

Kevin Kelly: That's correct.

Robin Davis: That could potentially be added to the Historic District. I think that's all been taken care of. I think the next step would be is the town...

Amy Kratz: Designating it.

Robin Davis: Yes. Either having Public Hearings and saying yes, do we want to do this or don't we want to do this.

Amy Kratz: That's where we were headed. I remember that's where we were headed.

Jessie Zavanich: Yes, going through the formal designation process.

Amy Kratz: Yeah, going through the... And that was the first thing and the next thing that's what Melinda said; just like what Robin said; we were headed in the direction of having Public Hearings; because some people don't really want their houses on the... They don't want a historic designation, because it's a bunch of extra work and money and time and energy and they don't want to deal with it. So anyway, you're basically trying to figure out who you're liaison's going to be and if we still want to do this?

Robin Davis: I can tell you the town's all for; I'm just speaking on behalf of myself; that just by talking to the Town Manager, that we would like to continue this. It's just that as was stated earlier, Melinda was taking care of all this and now it's just basically been dropped.

Jessie Zavanich: Yes.

Robin Davis: Due to no fault of anybody; now we just have to step up; start at square one and get this back rolling again.

Jessie Zavanich: Yes, Melinda was handling it for a long time, so it's completely understandable.

Kevin Kelly: Mr. Zavanich could you walk us through; I think that's probably what you're here to do; what needs to happen in the town and to the degree the Historic Preservation Commission and the town is involved; what needs to happen among the people in this group and what

is it that Historical and Cultural Affairs needs Milton to do in order to be able to continue to participate in CLG Programs.

Jessie Zavanich: Well unless anything has changed, you're already meeting the minimum requirements; so the first step would just be to confirm that and that's why we ask for the annual report and that's the first thing. And the second thing is to kind of brainstorm some potential grant projects, if you want to pursue those.

Amy Kratz: And these are the activities in this thing that we got in our pamphlet; the eligible grant activities? Like historic property surveys, that was one of them?

Jessie Zavanich: Yes, yes, yeah that's the other handout.

Amy Kratz: National Register nominations or amendments, that was one of them; outreach to public preservation issues; preservation planning assistance; training in State for commission members and staff; or support for a 36 CFR Qualified Staff or intern and I don't know what that means, that last one, but all the other ones seem pretty simple.

Jessie Zavanich: Milton actually uses their grants to hire a full time preservation planner.

Amy Kratz: Oh, I see.

Jessie Zavanich: But they're a bigger city with more funds allocated.

Amy Kratz: What town does that?

Jessie Zavanich: Wilmington.

Amy Kratz: Wilmington, yeah they're much bigger.

Kevin Kelly: Mr. Zavanich, it might be helpful if you showed what the commission, if off the top of your head, tell us what they are; the five towns, cities in Delaware, which are, in fact, CLG program towns.

Jessie Zavanich: Sure, Wilmington, New Castle County, Lewes, Milton and Delaware City.

Kevin Kelly: Delaware City, yeah. So it's...

Amy Kratz: It's very few of us. So we are unique. That's cool. You know, I think maybe... I have an idea. I'm just going to throw it to the wind and to all you folks. What if we worked on the other half of that Historic District Survey with some of this grant money; by making sure that the survey, the continuation of the survey gets done, which would be educating the public or educating people about Historic Preservation; which is on here, right?

Jessie Zavanich: The survey, itself would be an eligible activity, yes.

Amy Kratz: It would be.

Jessie Zavanich: Yes.

Amy Kratz: Because part of the outcry or uprising could happen, is that people don't understand Historic Preservation and how it helps them and helps the communities and they don't grasp all the ins and outs of Historic Preservation.

Jessie Zavanich: Public outreach is an eligible project, which could entail many things. Some Local Governments actually put together maybe some

guidance online to describe what the applicant should expect when they come in here; walking tours; driving tours; things of that nature.

Amy Kratz: Yeah and Melinda used to do...

Jessie Zavanich: How to repair your historic windows.

Amy Kratz: That would be another thing, teach people how to when they're doing Historic Preservation, how to do it in a fashion that's not going to break the bank.

Jessie Zavanich: Yes.

Kevin Kelly: I would remind the commission that 40% of the funding for any of these programs comes from public funds in the Town of Milton; so the ideas that you can generate depend in large part on the willingness of Council and town administration to support those activities.

Amy Kratz: So I guess what I'm thinking then, is maybe this commission could come up with a couple of viable ideas.

Kevin Kelly: I think that's the cart way before the horse. I think at this point, what we need to know is, of the five cities or towns which you identified, is there in any other town or city, does the responsibility for town management of the CLG process fall outside the role of an elected or hired town official? In other words, the Milton Historical Society is not a functionary of town government.

Jessie Zavanich: Exactly. That's why it was unusual.

Kevin Kelly: Yes, is it unique then among the five?

Jessie Zavanich: It was the only one I was getting from the Historical Society, yes.

Kevin Kelly: The others all come from the town or the city; someone from within the structure of government?

Jessie Zavanich: Yes, basically.

Kevin Kelly: So then it seems to me then that the first conversation for your presentation is who's that going to be? Is that going to be somebody in Town Hall; is that going to be somebody at the Historical Society? That makes a difference, because that tasks our former executive director was willing to take on that additional duty; but that duty was really one that she took on early on when the process began and of course, her job evolved and of course, the town's issues evolved, as well and this does take away from the time that the Executive Director will be spending on things for which she is specifically hired by the Historical Society to perform. I'm not saying that there is an unwillingness on the part of the Historical Society to continue that; I'm speaking as an individual here; I'm not speaking on behalf of the Historical Society; but, that is an issue and I think it is a question given that there's a new Executive Director. And I guess that's why I'm suggesting that coming up with specific plans of what we might do and what we might apply for, maybe needs to be something that is generated once the process is agreed to among the stakeholders in the town. Who's going to take on the duties?

Amy Kratz: So this should go to the Mayor and Council and not us.

Kevin Kelly: Well I think it's great that you are here to speak with us, so that we know, since this is the same world that we all live in; we at the local level, you at the State level; so obviously we have a stake in this and we have an interest in this; but it seems to me that this is a monetary decision that the town will be making and the town is not planning to cede to us expenditure authority.

Amy Kratz: And we wouldn't make that decision.

Jessie Zavanich: Is the new Director not going to take...

Mike Ostinato: Melinda did this and the new Director is not going to.

Kevin Kelly: I can't say that. I can't say that on her behalf. I don't know that that is true. I know that she was surprised that it was something that she was supposed to do.

Robin Davis: I think it's probably something that now that this has all come to light and this has happened, unfortunately; but now it's something probably as Mr. Kelly said that something the contact, or the initial individual should be someone in the town realm; Town Manager, myself, the Mayor, somebody; but this too could now make the commission here more active in some of the ideas that could be put into this, down the line. It looks from what I've been reading, is we are beyond or within five days of the fiscal year 2012 application; which doesn't look like we're going to get on that.

Jessie Zavanich: Yes, it's... I'm sorry if I mis-phrased; I didn't want to give you the wrong impression; like let's come up with an idea; it's just to make everyone aware that these are available and they have been taken advantage of in the past and...

Robin Davis: So as unfortunate as it might be for this year, we now can start from the ground floor with a contact, get that annual report together, get everything squared away; then start in our process of finding or thinking of some ways through this commission and through the Mayor and Council to say; these are some ideas. Is it feasible to funding and then if it's feasible to apply for next year.

Kevin Kelly: For fiscal year 2014 grants.

Jessie Zavanich: And Joan Larabie, my coworker handles the grant projects; it says April 15th on there and we have thirty days to review it and then we send the award letter June 15th; it's possible we can slide that date to early June, somewhere and still have time to review it; then you have to go through the eligible activities and make through it; and again, yeah, that's a little ahead of the process.

Robin Davis: Because not only is it this commission to come up with a yes; as Amy stated, just maybe continue this with those 200 homes, but it's not just this commission; it's got to go to Council; it's going to have to get funding; and...

Jessie Zavanich: And it's the entirety of the local government that's a

Certified Local Government.

Amy Kratz: I guess all I was really saying is, since we're presented with this from the Mayor; because this came to the Mayor; he wanted you to give it to us...

Robin Davis: The Town Manager did, yes.

Amy Kratz: So I think what the Mayor's asking is, I think, I don't know, what I'm guessing the Mayor is asking is, he would like some kind of input from the Historic Preservation as to where to go with this and I guess one thing I would like to say is I think we should keep this grant and try to even get the monies from it; if, in fact, someone is willing at the Town Hall to be the liaison and they're willing to come up with the project idea; but I'm not sure that that will happen this year or not.

Jessie Zanavich: At this point, I want to make everyone aware that they are still there; it hasn't been a while since anyone looked at this program, because again, it was a little unusual that Historical Society was running it.

Amy Kratz: That is totally odd.

Robin Davis: This was the first time that this has come before this commission.

Jessie Zanavich: Yes and that's part of the reason why I'm here, is to open a stream of dialogue.

Kevin Kelly: I think Ms. Kratz, that what you mentioned there, I do think that is valuable information to provide the Mayor from this commission, that the commission, and I join you, in being in favor of continued support and participation by Milton in CLG Programs. That we are interested in that, would like to play a role in that, and instead of playing the role which has been the role of the Historic Preservation Commission of deciding, given what the rules are, here's what you can do; but actually participating in some of the plans for what we should be looking at as a community with an historic area and as part of this program. I think that kind of feedback to the Mayor and Council is probably good from this commission.

Amy Kratz: I would agree, because usually people like to have a plan; they don't want you to just throw something at them and say okay, you come up with it. He's giving it to us to say come up with it; he's giving it to us to say check it out; see what you all think; give us your ideas; give us your opinion.

Mike Ostinato: Obviously this has been done in the past and it's been done very well; you might say opinion, but he's not... It would be... I don't understand why you say that he's giving this to us to say to give it an okay?

Amy Kratz: I'm not saying that.

Mike Ostinato: He would want this.

Kevin Kelly: Right.

Mike Ostinato: And there's nothing that I would ever think that our Mayor would say I don't want this unless you guys do.

Kevin Kelly: No Mr. Ostinato, I'm not implying at all that that...

Amy Kratz: No and I'm not either.

Mike Ostinato: No, no, I just want to make...

Kevin Kelly: I think that the town is in a position that we have not been in before with this and that is that we don't really have a contact point and we need to identify a contact point.

Mike Ostinato: That's what we need.

Kevin Kelly: And we need to identify a contact point, but, who that person is or which institution that is; I don't think that's something that we can decide tonight. I think the information you've provided us is important, because it makes us aware that this is going on and really by chance I knew that only because I was sitting in the office temporarily.

Amy Kratz: So, we appreciate your coming and presenting this to us, because I didn't even know this existed; I had no idea; so this is always good information to have.

Mike Ostinato: I didn't either. I'm sure Mike did. I understand, out of sight, out of mind.

Kevin Kelly: Can you give us any sort of guidance from your experience in dealing with the other communities that you've dealt with; just a quick – the process that some of the other communities use, regardless of that particular contact point. Is what we're saying here, is what you're hearing us say here; are we on the right line here; is this consistent with what CLG is looking for; partnerships between communities and government and partial funding from grants provided by your agencies?

Jessie Zavanich: Oh, certainly, yes.

Kevin Kelly: Okay.

Amy Kratz: Okay. I guess what maybe we should do is sit down and just give... I think the only thing I'm suggesting when I say given an idea to the Mayor and Council is that this will be something that maybe we should take a vote on and say whether we think we would like to keep it and then give them our blessing upon it and they can figure out what they need to do with it; who would be the liaison? It's not for us to be the liaison; it's not for us to say. Although they may make us the liaison. I don't know that to be true, but it might be the Town Manager, it might be somebody else, I don't really know; but that's up to them to make that decision. I'm just saying that we should either bless it or not bless it and give them our recommendations.

Robin Davis: That's easy. It's only a presentation. So there will be no votes.

Amy Kratz: Well I'm not...

Robin Davis: Yes, they can go on record this evening that the commission would like to stay involved in this now, or get involved in this and take

over the role that the Historical Society played; and maybe not as far as the Director being the contact; but having a contact person there and being more actively involved in the ideas that would help in this process.

Jessie Zavanich: The annual report is the only way we could really assess whether the requirements are being met; and it's a requirement if the Park Service ever audits our office, we're required to make sure...

Kevin Kelly: You have to show that we showed that we were using the money appropriately.

Jessie Zavanich: Some documentation that the requirements that are established by actually the Park Service Regulations and our regulations are being met.

Robin Davis: The annual report, is that something you have in this packet that you gave out?

Jessie Zavanich: I could email you a sample of Melinda's from 2010.

Robin Davis: Okay.

Jessie Zavanich: Simply if there are any changes to the ordinance, a list of commission members, resumes for any new commission members demonstrating their interest, knowledge or confidence in Historic Preservation, agendas, minutes, public participation; what you're doing now; a lot of that stuff is online, I imagine, so most of the stuff you're doing already; it's just a matter of compiling it.

Kevin Kelly: But then there's the part where the grant is designed and applied for.

Amy Kratz: Right.

Kevin Kelly: There are two things. There's the evaluation, but then there's also the grant.

Jessie Zavanich: Yes under CLG Grants, if you do come up with a project, the annual report is due, regardless and then the grant projects, you're not required to submit a grant application every year; just want to make you aware that they are available.

Kevin Kelly: Has the report for this year been filed, the evaluation report been filed by the Town of Milton?

Jessie Zavanich: No.

Kevin Kelly: It has not yet.

Amy Kratz: That's what he's said; I guess that's another part where you're saying it hasn't been filed.

Kevin Kelly: So then we need to get that filed.

Jessie Zavanich: Yes.

Mike Ostinato: Is there a drop dead date where they sorry; so we do really have to get... It's already been passed.

Amy Kratz: I'm sure there is. April 15th.

Robin Davis: There will not be any time for this year; this year is basically by the time we could get stuff together and do something, it would be too late.

Jessie Zavanich: No, it's completely understandable.

Amy Kratz: There's no probably grant...

Kevin Kelly: No, but we still need to file; the town still needs to file the evaluation form.

Amy Kratz: And that could be easy enough like he said, because we already have... All we need to know is a couple.

Kevin Kelly: It's not onerous, but it is time consuming. It could be done. Of course, it could be done.

Robin Davis: I'm pretty sure that will be something that we can do if you would be willing to email me something, I will make sure that either myself or the Town Manager or somebody gets the work to you.

Jessie Zavanich: Sure. And again, a lot of the stuff you're already doing it already; it's a matter of compiling it.

Amy Kratz: Well we thank you.

Jessie Zavanich: Thanks for having me.

Amy Kratz: Thank you very much and you're working overtime.

Jessie Zavanich: Yes.

Kevin Kelly: But you're spending the evening in Milton.

Gwen Foehner: Yes, there is that.

Amy Kratz: That's a wonderful idea, because you don't have to be in the Historic District to get tax credits, I don't believe; do you?

6. Adjournment

Gwen Foehner: Can we have a motion to adjourn, please?

Amy Kratz: I make a motion to adjourn at 7:53 p.m.

Kevin Kelly: Second.

Gwen Foehner: We have a motion made and seconded to adjourn. All in favor say aye. Opposed. We are so adjourned.